

FUTURE SITE
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LOGO....

Tips & Tricks

Vol. 1 Issue 3

Word Keyboard Shortcuts

When you use word you can use the mouse or the keyboard to do many of the different commands that you do in word. In this issue using I will let you know some common keyboard tips to help you use word better.

When you edit a document you can move the cursor by using the arrow keys on your keyboard as follows:

- moves the cursor to the right
- ← Moves the cursor to the left
- ↑ Moves the cursor up
- ↓ Moves the cursor down

If you want to select and highlight the text you need to hold the **Shift** key and the arrows at the same time. This will allow you to highlight text.

Basic Editing

(Text needs to be highlighted for these to work.)

CTRL is the control Button, located on the bottom left side of the keyboard, under the Shift key. The following button combinations should be pressed at the same time.

CTRL+B

Make letters bold.

CTRL+I

Make letters italic.

CTRL+U

Make letters underline.

CTRL+SHIFT+<

Decrease font size.

CTRL+SHIFT+>

Increase font size.

CTRL+C

Copy the selected text or object.

CTRL+X

Cut the selected text or object.

CTRL+V

Paste text or an object.

CTRL+Z

Undo the last action.

CTRL+Y

Redo the last action.

CTRL+A

Selects entire Documents Text

Basic commands

CTRL+S

Saves your current Document

CTRL+P

Prints your current Document to your default printer

CTRL+O

Allows you to open a new file

CTRL+N

Opens a brand new word document

CTRL+Home

Takes you to the beginning of your document.

CTRL+End

Takes you to the end of your document

CTRL+Scroll Wheel on the mouse.

CTRL+Scroll Wheel forward

Zoom in on document

CTRL+Scroll Wheel Back

Zoom out on the document

These are the few very basic keyboard shortcuts that you can use with word.

If you have any questions you can always contact the training coordinator. Here is the schedule of training sessions offered the next two weeks:

Training sessions offered from

November 29 – Dec 10

11/30 Excel XP Advanced

12/2 Word: Forms

12/7 Excel XP Formula

Auditing

12/8 Introduction to
Computers

12/9 Word (XP) Beginner

These classes take place from 1:30 – 4:30 on the specified days. If you want to take any of these call 799-5117 or email the Training Coordinator at

WWaupoose@mitw.org

See you next time!!!